

### Applicant Information (Blue or Black Ink Only)

<b>Office Use Only</b> Submittal Date: _____ Permit #: _____	Parcel / Folio Number: _____	<b>Building Department</b> 1700 Convention Center Drive, 2 <sup>nd</sup> Floor Miami Beach, Florida 33139 Telephone: 305- 673-7610; Fax: 305-673-7857 <a href="http://www.miamibeachfl.gov/building/">http://www.miamibeachfl.gov/building/</a>
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Property Address: _____	Unit #: _____	Master Permit Number (If applicable): _____	Violation # (If applicable): _____
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Permit Type (select one)	Permit Request (select all that apply)	Property Information (select one)
<input type="checkbox"/> Building <input type="checkbox"/> Electrical <input type="checkbox"/> Mechanical <input type="checkbox"/> Plumbing <input type="checkbox"/> Roofing <input type="checkbox"/> Phased Permit <input type="checkbox"/> Demo year built ____ <input type="checkbox"/> Generator <input type="checkbox"/> Temporary Structure <input type="checkbox"/> Fire <input type="checkbox"/> Shop Drawings	<input type="checkbox"/> New Permit <input type="checkbox"/> Change of Contractor <input type="checkbox"/> Change of Architect/Engineer <input type="checkbox"/> LEED <input type="checkbox"/> Interior, Non-Structural Only <input type="checkbox"/> Permit Extension <input type="checkbox"/> Permit Renewal <input type="checkbox"/> Permit Revision <input type="checkbox"/> Change of Use <input type="checkbox"/> Private Provider <input type="checkbox"/> City Project <input type="checkbox"/> Repeive Permit	<input type="checkbox"/> Commercial <input type="checkbox"/> Multi-Family Residential <input type="checkbox"/> Residential: Single-Family Residential or Duplex Occupancy Classification : _____ Total Value of Work: \$ _____ <b>Attach a copy of the construction cost affidavit to this form</b>

New Construction/Addition	Alteration/Reconfiguration of Space
Total Value: _____ Square Footage: _____ Value of Work: \$ _____	\$ _____

Description of Work: \_\_\_\_\_

Property Owner	Contractor
Name: _____	Name: _____
Address: _____ Suite: _____	Address: _____ Suite: _____
City: _____ State: _____ Zip Code: _____	City: _____ State: _____ Zip Code: _____
Driver's License/ State Identification Number: _____	State Identification Number/License: _____
E-Mail Address: _____ Daytime phone: _____	E-Mail Address _____ Daytime phone: _____

Architect	Structural Engineer
Name: _____ License Number: _____	Name: _____ License Number: _____
E-Mail Address: _____ Daytime phone: _____	E-Mail Address _____ Daytime phone: _____

### Notice & Certification

This application is hereby made to obtain a permit to do the work and installations as indicated. I certify that all work will be performed to meet the standards of all laws and construction regulations in this jurisdiction. I understand that a **separate permit** must be secured for **Electrical, Elevator, Fire, Mechanical, Plumbing, Signs, Wells, Pools, Furnaces, Boilers, Heaters, Tanks, Air Conditioners**, etc.

**Owner's Affidavit:** I certify that all the forgoing information is correct. Owner Certifies that the aforementioned Contractor has the authorization to perform the work as specified above.

**Lessee's Affidavit:** Lessee certifies that he has full consent and authorization from owner of subject property to perform the above-mentioned work and to hire above captioned contractor.

**In addition to the requirements of this permit, there may be additional restrictions applicable to this property that may be found in the public records of this county, and there may be additional permits required from other governmental entities such as: the Environmental Division of Miami-Dade County; Permitting, Environment and Regulatory Affairs, Water & Sewer Department, Department of Environmental Protection, South Florida Water Management District, Miami-Dade County Impact Fee, water management districts, state agencies, and/or federal agencies.**

Under penalties of perjury, I declare that to the best of my knowledge, the facts stated in this document are true. Any information found to be false may cause the revocation and/or denial of the permit and/or Certificate of Occupancy.

OWNER'S ELECTRONIC SUBMISSION STATEMENT: Under penalty of perjury, I declare that all the information contained in this permit application is true and correct.

**Owner/Lessee for new permits** (Documentation establishing ownership may be requested).  **TEMPORARY STRUCTURE PERMIT PACKAGE MUST BE SUBMITTED TWO (2) WEEKS IN ADVANCE.\***  
 **Master Permit Contractor of Record** (For sub-permit / change of contractor).

**WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT IS REQUIRED FOR ANY WORK WITH COST EXCEEDING \$2,500.00.**

Signature of Owner/Agent or GC (for Sub-permits): \_\_\_\_\_ Signature of Qualifier: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

STATE OF \_\_\_\_\_ COUNTY OF \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_

day of \_\_\_\_\_, 20\_\_\_\_

by \_\_\_\_\_

Signature of Notary Public \_\_\_\_\_

Print Name: \_\_\_\_\_

(SEAL)  
Personally known \_\_\_\_\_

or Produced Identification \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

STATE OF \_\_\_\_\_ COUNTY OF \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_

day of \_\_\_\_\_, 20\_\_\_\_

by \_\_\_\_\_

Signature of Notary Public \_\_\_\_\_

Print Name: \_\_\_\_\_

(SEAL)  
Personally known \_\_\_\_\_

or Produced Identification \_\_\_\_\_

## Excellence Miami Beach

### Our Mission

We are committed to providing excellent public service and safety to all who live, work and play in our vibrant, tropical, historic community.

<b>Form Name</b>	Permit Application.
<b>Form Purpose</b>	This form is completed if an owner or developer would like to request a <b>permit</b> for a construction or a rehabilitation project within the City of Miami Beach.
<b>Related Forms</b>	Please refer to the Permit Application Submittal Checklist.
<b>Associated Fees</b>	<ol style="list-style-type: none"> <li>1. Upfront Processing Fee.</li> <li>2. Permit Fees, as applicable based on current <a href="#">Fee Schedule</a>.</li> </ol>
<b>Additional Info</b>	<p>Payments can be made at following locations:</p> <ul style="list-style-type: none"> <li>• Kiosks/IPads located at the Building Department, 2<sup>nd</sup> Floor of City Hall and at the North Beach Office, 962 Normandy Drive, Miami Beach, FL 33141.</li> <li>• Cashier's window, 1<sup>st</sup> Floor City Hall.</li> <li>• <a href="#">Online Quick Pay</a></li> </ul>
<b>Form Process</b>	<ol style="list-style-type: none"> <li>1. Permit Application and plans submitted with paid upfront fees.</li> <li>2. Plan Review Process is performed by the City, if applicable.</li> <li>3. Payment of full permit fees are assessed and satisfied.</li> <li>4. Permit is issued.</li> </ol>
<b>For Progress Status</b>	<p>You can check on an application's status in the City via the CSS system:</p> <ul style="list-style-type: none"> <li>• <a href="#">CSS (Citizen Self Service) System</a></li> </ul>
<b>For Assistance</b>	<p>Please contact:</p> <ul style="list-style-type: none"> <li>• <b>In person:</b> Permit Counter at the <b>Building Department's Main Office</b> 1700 Convention Center Drive, 1<sup>st</sup> and 2<sup>nd</sup> Floor, Miami Beach, FL 33139, or</li> <li>• <b>North Beach Office</b> located at 962 Normandy Drive, Miami Beach, FL, 33141.</li> <li>• <b>Via Telephone:</b> 305-673-7610.</li> <li>• <b>Email:</b> <a href="mailto:bpi@miamibeachfl.gov">bpi@miamibeachfl.gov</a></li> <li>• <b>Online:</b> <a href="http://www.miamibeachfl.gov/city-hall/building/">http://www.miamibeachfl.gov/city-hall/building/</a></li> </ul>

**TEMPORARY STRUCTURE PERMIT PACKAGE MUST BE SUBMITTED TWO (2) WEEKS IN ADVANCE.**

\*The Electrical and Structural Inspection Approval Forms must be **emailed** to the chiefs **prior** to the special event taking place. Failure to do so will incur in a **\$500.00 fine.**

[ChiefElectrical@miamibeachfl.gov](mailto:ChiefElectrical@miamibeachfl.gov); [ChiefBuildingInspector@miamibeachfl.gov](mailto:ChiefBuildingInspector@miamibeachfl.gov)

**The original, signed and sealed inspections reports must be submitted to the Building Department, Administration's Office (2<sup>nd</sup> floor of City Hall) to close the corresponding Special Event Permit.**

**The Notice of Commencement can be recorded in the Building Department, Records Division located on the second Floor of City Hall. Original NOC to be submitted in person. There is a \$20 fee for this convenient service.**

**A Construction Cost Affidavit must be submitted with permit applications, except for the Flooring permits.**

**Forms:** <https://www.miamibeachfl.gov/city-hall/building/permits/permit-forms/>

### ADA Information

To request this material in accessible format, sign language interpreters, information on access for persons with disabilities, and/or any accommodation to review any document or participate in any city-sponsored proceeding, please contact 305-604-2489 (voice), 305-673-7524 (fax), or 305-673-7218 (TTY) five (5) days in advance to initiate your request. TTY users may also call 711 (Florida Relay Service).

## CONSTRUCTION COST AFFIDAVIT

### For Office Use Only

Permit/Process No	
Date of Submittal	

I \_\_\_\_\_, acting as agent (owner, registered agent, or legal representative) and I (general contractor/ sub-contractor), \_\_\_\_\_

do hereby attest that the construction costs indicated herein are accurate for the construction project located at:

\_\_\_\_\_.

### Master Permits:

Total project cost: \$ \_\_\_\_\_ Building cost (excludes roofing, windows, railings, and MEP) \$: \_\_\_\_\_

### Stand alone and sub-permits

Roofing \$: \_\_\_\_\_ Windows \$: \_\_\_\_\_ Railings \$: \_\_\_\_\_

Electrical \$: \_\_\_\_\_ Mechanical \$: \_\_\_\_\_ Plumbing \$: \_\_\_\_\_

Other \$: \_\_\_\_\_ Description: \_\_\_\_\_

**Registered Owner/Agent or GC:** \_\_\_\_\_ **Registered Contractor:** \_\_\_\_\_

Signature of Owner/Agent or GC (for Sub-permits) \_\_\_\_\_ Signature of Qualifier: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Printed Name: \_\_\_\_\_

STATE OF \_\_\_\_\_ STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_ COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by \_\_\_\_\_, who is personally known to me or who has produced \_\_\_\_\_ as identification and who has taken an oath.

\_\_\_\_\_  
 Notary Public, State of \_\_\_\_\_

\_\_\_\_\_  
 Printed Name

Commission Number: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by \_\_\_\_\_, who is personally known to me or who has produced \_\_\_\_\_ as identification and who has taken an oath.

\_\_\_\_\_  
 Notary Public, State of \_\_\_\_\_

\_\_\_\_\_  
 Printed Name

Commission Number: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

PERMIT APPLICATION SUBMITTAL CHECKLIST

"An upfront fee and plans are required prior to issuance of a process number"

Process #: \_\_\_\_\_ Job Address: \_\_\_\_\_

- Drop Off / E-Plans
24 hr. Walk-Through / Paper
Complete Permit Application
Owner info. Folio/Parcel # Address Arch/Eng. info. Job Value Contractor Reprive
Detailed Description of work Square Ft. Phased Packet Private Provider Packet
Required Signatures: (All signatures must be original & notarized)
Owner Owner / Tenant Affidavit New Application Building Official's Approval
Qualifier/s For Sub-Permits the Contractor and Sub-Contractor's signatures are required
Proof of Ownership
Recorded warranty deed Articles of Incorporation (listing managing members/officers/directors)
Power of Attorney (original needs to be submitted) Certificate of Good Standing for out of State Corporations (within 1 year)
Contractor Information (All Insurance Certificates must be addressed to the City of Miami Beach)
Liability insurance Workman's Compensation Insurance Workman's Comp Exemption (Form)
State License Local Business Tax License Expired Permits Certificate of Competency
Contractor to be assigned Municipal Contractor Occupational License Broward Local Business Tax
Fire License Search Citizen Self Service (CSS) account (YES NO, please register in CSS)
Property Information
Violation on Property Expired Permits
Additional Required Documents
Two (2) sets of plans CPMP - Construction Parking Management Plan (Jobs over \$250,000.00)
Affidavit in lieu of the Construction Parking Management Construction Cost Affidavit
A certified real estate property appraisal report may be required by Flood reviewers to determine if a project constitutes a substantial improvement Elevation Certificate

REQUIRED REVIEWS

- Building Structural Mechanical Electrical Plumbing Elevator Flood Fire
Public Works Urban Forestry Zoning DERM Sustainability Parking Department

Received by: Name & Signature

Date:

# NOTICE OF COMMENCEMENT

A RECORDED COPY MUST BE POSTED ON THE JOB SITE AT TIME OF FIRST INSPECTION

PERMIT NO. \_\_\_\_\_ TAX FOLIO NO. \_\_\_\_\_

STATE OF FLORIDA:

COUNTY OF MIAMI-DADE:

THE UNDERSIGNED hereby gives notice that improvements will be made to certain real property, and in accordance with Chapter 713, Florida Statutes, the following information is provided in this Notice of Commencement.

Space above reserved for use of recording office

1. Legal description of property and street/address: \_\_\_\_\_

2. Description of improvement: \_\_\_\_\_

3. Owner(s) name and address: \_\_\_\_\_

Interest in property: \_\_\_\_\_

Name and address of fee simple titleholder: \_\_\_\_\_

4. Contractor's name, address and phone number: \_\_\_\_\_

5. Surety: (Payment bond required by owner from contractor, if any)

Name, address and phone number: \_\_\_\_\_

Amount of bond \$ \_\_\_\_\_

6. Lender's name and address: \_\_\_\_\_

7. Persons within the State of Florida designated by Owner upon whom notices or other documents may be served as provided by Section 713.13(1)(a)7., Florida Statutes,

Name, address and phone number: \_\_\_\_\_

8. In addition to himself, Owners designates the following person(s) to receive a copy of the Lienor's Notice as provided in Section 713.13(1)(b), Florida Statutes.

Name, address and phone number: \_\_\_\_\_

9. Expiration date of this Notice of Commencement: \_\_\_\_\_

(the expiration date is 1 year from the date of recording unless a different date is specified)

**WARNING TO OWNER:** ANY PAYMENTS MADE BY THE OWNER AFTER THE EXPIRATION OF THE NOTICE OF COMMENCEMENT ARE CONSIDERED IMPROPER PAYMENTS UNDER CHAPTER 713, PART I, SECTION 713.13, FLORIDA STATUTES, AND CAN RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.

Signature(s) of Owner(s) or Owner(s)' Authorized Officer/Director/Partner/Manager

Prepared By \_\_\_\_\_

Prepared By \_\_\_\_\_

Print Name \_\_\_\_\_

Print Name \_\_\_\_\_

Title/Office \_\_\_\_\_

Title/Office \_\_\_\_\_

STATE OF FLORIDA

COUNTY OF MIAMI-DADE

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_

By \_\_\_\_\_

Individually, or  as \_\_\_\_\_ for \_\_\_\_\_

Personally known, or  produced the following type of identification: \_\_\_\_\_

Signature of Notary Public: \_\_\_\_\_

Print Name: \_\_\_\_\_

(SEAL)

## VERIFICATION PURSUANT TO SECTION 92.525, FLORIDA STATUTES

Under penalties of perjury, I declare that I have read the foregoing and that the facts stated in it are true, to the best of my knowledge and belief.

Signature(s) of Owner(s) or Owner(s)'s Authorized Officer/Director/Partner/Manager who signed above:

By \_\_\_\_\_

By \_\_\_\_\_



## MIAMI-DADE COUNTY CONSTRUCTION LIEN LAW FOR OWNERS

**NOTE: IF YOU SIGNED AS THE OWNER'S AGENT YOU ARE RESPONSIBLE FOR DELIVERING THIS INFORMATION SHEET TO THE OWNER OF THE PROPERTY.**

### **WARNING TO OWNER**

Florida's Construction Lien Law (Chapter 713, Part One, Florida Statutes) requires the recording with the Clerk of the Courts a Notice of Commencement for real property improvements greater than \$2,500.00. However, it does not apply to the repair or replacement of an existing heating or air conditioning system less than \$7,500.00 in value. This notice must be signed by you, the property owner.

Under Florida law, those who work on your property or provide materials and are not paid, have a right to enforce their claim for payment against your property. This claim is known as a construction lien.

### **YOU MUST FILE A NOTICE OF COMMENCEMENT**

For your protection under the Construction Lien Law and to avoid the possibility of paying twice for improvements to real property, you must record a Notice of Commencement in the Clerk of the Court's Office. You also must provide a certified copy of the recorded document at the construction site. The Notice of Commencement must be signed by you, the owner contracting the improvements, and not by your agent.

The Notice of Commencement form, provided with this information packet, must be completed and recorded within 90 days before starting the work.

A copy of the payment bond, if any is required by you and purchased by the contractor, must be attached as part of the Notice of Commencement when recorded.

If improvements described in the Notice of Commencement are not actually started within 90 days after the recording of the Notice, a new Notice of Commencement must be recorded.

You lose your protection under the Construction Lien Law if the payments are made to the contractor after the expiration of the Notice of Commencement. The Notice is good for one year after the recording date or up to the date specified under item nine of the form.

Florida law requires the Department of Regulatory and Economic Resources to be a second source of information concerning the improvements made on real property. The Building Permit Application (included with this packet) has been expanded to include information on the construction lender and the contractor's surety, if any. The new application requires your signature or your agent's, to inform you of the Construction Lien Law.

### **YOU MUST POST THE NOTICE OF COMMENCEMENT AT THE JOB SITE**

By law, the Department of Regulatory and Economic Resources is required to verify at the first inspection, after the building permit is issued, that a certified copy of the recorded Notice of Commencement, with attached bonds if any, is posted at the construction site. Failure to show the inspector a certified copy of the recorded Notice will result in a disapproved inspection, (Florida Statute 713.135(1)(d)).

### **NOTICE TO OWNER FROM SUBCONTRACTORS AND SUPPLIERS**

You may receive a Notice to Owner from subcontractors and material suppliers. This notice advises you that the sender is providing services or materials. Subcontractors and suppliers must serve a Notice to Owner within 45 days of commencing work to preserve their ability to lien your property.

If your address changes from that given in the Notice of Commencement, you should record a corrected Notice reflecting your current address. This is done to help ensure you will receive all notices.

### **RELEASE FROM LIEN FROM CONTRACTOR**

Prior to paying the contractor, you need to receive a Release of Lien and Affidavit to the extent of payment from the general contractor. The Release of Lien and Affidavit shall state either that all the subcontractors and suppliers have been paid or list those unpaid and the amount owed. The contractor is required to list on the Release of Lien and Affidavit any subcontractor or supplier that has not been paid. That amount may be withheld from the contractor's pay and paid directly to the subcontractor or suppliers after 10 days written notice to the contractor.

If the balance due to the contractor is not sufficient to pay in full all subcontractors and suppliers listed on the contractor's affidavit, you may wish to consult an attorney.

The general contractor shall furnish a final Release of Lien and Affidavit to the owner indicating all subcontractors and suppliers have been paid at the time he requests final payment. You can rely on the affidavit in making final payment to the general contractor. If you make final payment to the general contractor without obtaining the affidavit, your property can be liened for non-payment if the general contractor fails to pay the subcontractors or suppliers. You should always obtain a Release of Lien and Affidavit from the contractor to the extent of any payments being made.

### **RELY ON YOUR LENDER FOR COMPLIANCE WITH CONSTRUCTION LIEN LAW**

If you have a lender, you may rely on the lender to handle the recording of the Notice of Commencement. Learn more about the Construction Lien Law by contacting an attorney, your lender, or the Florida Department of Agricultural and Consumer Services, Division of Consumer Services.

**Documents are recorded at the Clerk of the Courts, MIAMI-DADE COUNTY RECORDER, COURTHOUSE EAST, 22 N.W. First Street, 1st Floor, Miami, FL 33128.**

You can record the Notice of Commencement by mail. The original Notice should be sent to the County Recorder, P.O. Box 011711, Flagler Station, Miami, Florida 33101. Please make sure the original Notice is signed and notarized. Also, remember to enclose the recording fee (for a single copy) and written instructions for recording and returning a certified copy of the recorded documents. For additional information on fees and recording documents call (305) 275-1155.



## NOTICE TO THE CITY OF MIAMI BEACH BUILDING DEPARTMENT OF EMPLOYMENT AS SPECIAL INSPECTOR UNDER THE FLORIDA BUILDING CODE (6<sup>th</sup> Edition, 2017)

I have been retained by: \_\_\_\_\_ to perform special inspector services at the \_\_\_\_\_ project on the below listed structures as of \_\_\_\_\_ (date). I am a registered architect or a professional engineer licensed in the State of Florida.

Process Number: \_\_\_\_\_ Master Permit (IF APPLICABLE): \_\_\_\_\_

- Special Inspector for Pilings, [CMDC Sect. 8-22](#)
- Special Inspector for Lightweight Insulating Concrete, CMDC Sect. 8-22
- Special Inspector for Soil Compaction, CMDC Sect. 8-22
- Special Inspector for Precast Units and Attachments, CMDC Sect. 8-22
- Special Inspector for Reinforced Masonry, [FBC 2122.2.4](#) & [CMDC Sect. 8-22](#)
- Special inspector for Steel Bolted & Welded Connections, CMDC Sect. 8-22
- Special Inspector for Trusses over 35 feet long or 6 feet high, CMDC Sect. 8-22
- Special Inspector for Curtain Wall, CMDC Sect. 8-22
- Special Inspector for Structural Glazing, CMDC Sect. 8-22
- Special Inspector for Composite Floor System, CMDCC Sect. 8-22
- Special Inspector for \_\_\_\_\_

**NOTE: Only the marked boxes apply.**

The following individuals employed by this firm or me are authorized representatives to perform inspections

- |          |          |
|----------|----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |

\* Special inspectors utilizing authorized representatives shall insure the authorized representative is qualified by education or licensure to perform the duties assigned by the Special Inspector. The qualifications shall include: licensure as a professional engineer or architect; graduation from an engineering education program in civil or structural engineering; graduation from an architectural education program; successful completion of the NCEES Fundamentals Examination; or registration as a building inspector or general contractor.

I will notify the City of Miami Beach Building Department of any changes regarding authorized personnel performing inspection services.

I understand that **all mandatory inspections, as required by the Florida Building Code, shall be requested by the permit holder and approved by the Building Department Inspectors. Inspections performed by the Special inspector hired by the Owner are in addition to the mandatory inspections performed by the Building Department.** A Special Inspection Log for each building must be displayed in a convenient location on the site for inspection by the Building Department Inspectors. Further, upon completion of the work under each building permit, I will submit to the Building Department at the time of final inspection the completed Inspection Log form and sealed statement that, to the best of my knowledge, belief and professional judgment those portions outlined above meet the intent of the Florida Building Code and are in subsequent accordance with the approved plans.

Architect/Engineer's Printed Name and Signature: \_\_\_\_\_

Address, Telephone, and E-mail: \_\_\_\_\_

License Number: \_\_\_\_\_

\_\_\_\_\_  
Signed and Sealed:

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Accepted at the Building Department by:

\_\_\_\_\_  
Date:

## Field Electrical Inspection Approval Form

To: Building Official, City of Miami Beach  
1700 Convention Center Drive, Second Floor  
Miami Beach, FL 33139

Date: \_\_\_\_\_

RE: \_\_\_\_\_  
[Name of Special Event]

\_\_\_\_\_  
[Address of Project]

\_\_\_\_\_  
[Permit No.]

Dear Building Official:

I \_\_\_\_\_, having performed and approved the required electrical inspections, hereby attest that to the best of my knowledge, belief, and professional judgment, the systems marked below, covered by the above referenced permit, have been inspected and approved in accordance with the approved plans and the provisions of the currently adopted versions of the National Electrical Code and the Florida Building Code. All approved items must be checked below; if any item is not applicable, check the N/A box next to the corresponding system.

APPROVED N/A

- All electrical equipment will be listed by a Nationally Recognized Testing Laboratory and installed as per listing
- All installations comply with NEC requirements including article 590 (Temporary Installations)
- Generators comply with NEC requirements including article 445 (Generators)
- All installation in and around pools comply with NEC requirements including article 680 (Pools)
- Others Describe:

Sincerely,

\_\_\_\_\_  
Special Inspector (SIGNED AND SEALED)

\_\_\_\_\_  
Florida License Number

**NOTICE:** This form must be emailed to the Chief Electrical Inspector **prior** to the event taking place. Failure to do so will incur in a \$500.00 fine. Also, the original, signed, and sealed inspections' report must be submitted to the Building Department Administration's Office (2<sup>nd</sup> floor of City Hall) to close the corresponding Special Event Permit.

[ChiefElectrical@miamibeachfl.gov](mailto:ChiefElectrical@miamibeachfl.gov)

## Field Structural Inspection Approval Form

To: Building Official, City of Miami Beach  
1700 Convention Center Drive, Second Floor  
Miami Beach, FL 33139

Date: \_\_\_\_\_

RE: \_\_\_\_\_  
[Name of Special Event]

\_\_\_\_\_  
[Address of Project]

\_\_\_\_\_  
[Permit No.]

Dear Building Official:

I \_\_\_\_\_, having performed and approved the required inspections, hereby attest that to the best of my knowledge, belief and professional judgment, the system marked below, covered by the above referenced permit has been inspected and approved in accordance with the approved plans and the provisions of the Florida Building Code 2017.

- |                                                      |                                                             |
|------------------------------------------------------|-------------------------------------------------------------|
| <input type="checkbox"/> Membrane Structures (Tents) | <input type="checkbox"/> Tower for Lighting or Sound System |
| <input type="checkbox"/> Stage                       | <input type="checkbox"/> Trailer/Container                  |
| <input type="checkbox"/> Platform                    | <input type="checkbox"/> Lift                               |
| <input type="checkbox"/> Bleachers                   | <input type="checkbox"/> Ramp                               |
| <input type="checkbox"/> Others Describe:            |                                                             |

Sincerely,

\_\_\_\_\_  
Special Inspector (**SIGNED AND SEALED**)

\_\_\_\_\_  
License Number

**NOTICE:** This form must be emailed to the Chief Structural Inspector **prior** to the event taking place. Failure to do so will incur in a \$500.00 fine. Also, the original, signed, and sealed inspections' report must be submitted to the Building Department Administration's Office (2<sup>nd</sup> floor of City Hall) to close the corresponding Special Event Permit.

[ChiefBuildingInspector@miamibeachfl.gov](mailto:ChiefBuildingInspector@miamibeachfl.gov)